

Graduate Assistant Position Announcement
2018 Summer Undergraduate Research Fellowships (SURF) Program
College of Engineering, Purdue University

Priority given to students who apply by January 23, 2018

Employment Period: May 7 - August 10, 2018
Graduate Assistantship: Paid ½ time (\$2000 per month); 4 positions
Location: Armstrong Hall, and student events and activities on campus

Position Description

SURF graduate assistants (GA) are an integral part of the SURF staff, and they work together as a team to provide administrative support to the SURF program. They also work closely with the student participants by providing technical writing support and tracking their progress in the program. Each SURF GA contributes to the successful implementation of the entire program by taking the lead on specific aspects of the program and assisting the other GAs in their leadership roles. **Some evening and weekend work is required.**

Qualifications

- PhD student with at least **six semesters in a STEM graduate program** by the time of employment
- **Leadership experience** (e.g., roles on teams and with organizations)
- **Classroom and teaching experience** working with undergraduates
- Demonstrated **presentation AND technical writing** skills (e.g., conference presentations, publications)
- Ability to work in a **high-paced** environment, and effectively prioritize and balance multiple tasks
- Strong **interpersonal skills**

Responsibilities

Student Support: Each GA is assigned and responsible for ¼ of the SURF participants (~150)

- Provide technical and general support to aid students' successful completion of the program
- Build professional relationships with the students, and track their progress and attendance
- Assist students with their technical writing (e.g., literature review, abstract, and technical paper)
- Help students prepare for their presentation at the SURF Research Symposium
- Present and facilitate four meetings with assigned student group

Administrative Support:

- Collaborate and coordinate with the SURF staff to implement professional development seminars, research seminars, and events (e.g., symposium, banquet, soccer league, networking events)
- Prepare an end-of-program report documenting participation metrics, success of individual events, best practices, and recommendations for 2019
- Other duties as assigned by the program manager to successfully implement the program

To apply for this position, provide 1) **current CV**, 2) one **letter of recommendation from your current Purdue faculty advisor**, and 3) **cover letter** addressing:

- Motivation for the position based on the position responsibilities (noted above) **and** your professional goals
- Previous experience relevant to the position qualifications (noted above)
- Off-campus commitments during the employment period (e.g., conference travel, job search)
- Other employment or academic commitments for the summer (e.g., courses, defense, qualifying exams)

Send documents electronically to Vicki Leavitt, SURF Program Manager, at surf@purdue.edu.
Your professor should send the letter of recommendation directly to Vicki via email.